



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

March 19, 2024

DIVISION MEMORANDUM

No. 164, s. 2024

To: Assistant Schools Division Superintendent
Division Chiefs (SGOD and CID)
Unit Heads
Secondary IUs School Heads
Accounting and Budget Unit Personnel
Administrative Assistant III Concerned
All Others Concerned

Preparation and Consolidation of 1st Quarter FY 2024 Financial Reports in
relation to the Implementation of **Project MACE**
(**M**-entoring, **A**-dopting, **C**-apacity building, **E**-mpowering)

1. Collaboration and transparent communication stand as essential pillars in the realm of effective financial management. Here at SDO Bulacan, we are committed to continuously assessing and enhancing our financial strategies while aiming for transparency, accountability, and optimal allocation of resources. In this regard, this office informs that there will be an implementation of a two-day hands-on training and interaction with finance personnel for the preparation and consolidation of 1st Quarter FY 2024 Financial Reports in relation to the Implementation of Project MACE (M-entoring, A-dopting, C-apacity Building, E-mpowering), on April 4 and 5, 2024, starting at 8:30 am onwards. The venue is to be announced.
2. Attached herewith is Enclosure no. 1 - List of Participants to the said activity.
3. All Senior Bookkeepers are required to bring hardcopies of the complete set of Financial Statements with attachments for the first quarter of F.Y. 2024 in the reconciliation and consolidation.
4. Participants are also advised to bring laptops and extension cables.
5. Meals, accommodation, and transportation of the participants from the D.O. including the EDDIS leaders are to be charged against the Division MOOE



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while registration fees and transportation of the Senior Bookkeepers will be charged against the school MOOE.

6. 100% attendance of all concerned in required.
7. This Memorandum serves as Travel Authority to the participants.
8. Immediate and wide dissemination of this Memorandum is desired.

Accounting Unit
March 19, 2024


NORMA P. ESTEBAN, EdD., CESO V
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum no. 164 s. 2024

DAY 1: April 4, 2024		
1	Division Accountant	Agnes M. Seifnezhad, CPA
2	Administrative Officer V - Budget Officer	Aren A. Astoveza, CPA
3	ADAS III - Consolidation of FAR4, Trust Fund FS	Sheryl C. dela Pena
4	ADAS III - D.O. Proper FS, GL of D.O. accounts and consolidation of Tax Remittance Advice (TRA)	Arlene B. Caparas
5	ADAS III - Check Disbursement Journal (CKDJ)	Ronalyn G. Paulino
6	ADAS I from Budget Unit	Maria Angela Dionisio
7	ADAS III from Budget Unit	Bianca C. Borlongan
8	ADAS III from Budget Unit	Yaneleen Nicolas
9	EDDIS 1 Head Senior Bookkeeper from Caniogan High School	Ray Angelo G. Zialcita
10	EDDIS 2 Head Senior Bookkeeper from Tibagan NHS	Cecilia C. Sangalang
11	EDDIS 3 Head Senior Bookkeeper from Carlos F. Garcia NHS	Karen Joy V. Cruz
12	EDDIS 4 Head Senior Bookkeeper from Prenza NHS	Ellen M. Marcelo
13	EDDIS 5 Head Senior Bookkeeper from F.C. Lipana HS	Melody C. Morante
14	EDDIS 6 Head Senior Bookkeeper from FVR NHS	Phia Ann H. Agustin
15	nurse	
16	Monitoring and Evaluation	
17	Akle High School	representative
18	Alexis Santos HS	Wilson S. Quizon
19	Angat National High School	Mary Cris R. Cruz
20	Bajet-Castillo High School	Ana Liza R. Yabut
21	Balagtas Agr. High School	Rainiell G. Zialcita



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52	Norzagaray High School	Christine Lynnore M. Democrito
53	Obando High School	Alvin V. Suriben
54	Obando School of Fisheries	Remedios B.
55	Parada High School	Regina N. Guilalas
56	Partida High School	Analyn R. Masil
57	Pulong Buhangin High School	Lorie Michelle S. Austria
58	Salapungan High School	Mayreen S. Buenaventura
59	San Francisco Xavier High School	Lailani Santos
60	San Ildefonso High School	Ma. Alvira Alexa Nica M. Manuzon
61	San Miguel High School	Representative
62	San Pedro HS (MRSTHS)	representative
63	San Rafael National Trade School	Dolores P. Santos
64	San Roque High School	Danilo D. Panganiban Jr.
65	Sta. Lucia High School	Maria Xenia A. Garcia
66	Sta. Maria Agro Ind HS	Cassie Deneise Z. Ocampo
67	Sta. Monica High School	Carry C. Pangan
68	Sta. Peregrina HS (Dampol 2nd)	Janice DJ. Casabuena
69	Sto. Niño High School	representative
70	Sullivan HS	representative
71	Taal High School	Jenette E. Andres
72	Talipot High School	Mark B. Olleras
73	Tiaong National High School	representative
74	Vedasto Santiago HS	Merly C. Miranda
75	Virgen delas Flores HS	Virginia T. Bernardo
76	Virginia Ramirez Cruz HS	Mc Conrad M. Santos
77	Regional Finance Personnel	
78	Regional Finance Personnel	



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DAY 2: April 5, 2024		
1	Division Accountant	Agnes M. Seifnezhad, CPA
2	Administrative Officer V - Budget Officer	Aren A. Astoveza, CPA
3	ADAS III - Consolidation of FAR4, Trust Fund FS	Sheryl C. dela Pena
4	ADAS III - D.O. Proper FS, GL of D.O. accounts and consolidation of Tax Remittance Advice (TRA)	Arlene B. Caparas
5	ADAS III - Monitoring of MOOE Utilization, Audit of Liquidation for elementary schools	Dan Harvey D. Castro
6	ADAS III - Maintenance of RANCA and GL of PPE and semi-expendables	John Richard P. Tiongson
7	ADAS III from Budget Unit	Bianca C. Borlongan
8	ADAS III from Budget Unit	Yaneleen Nicolas
9	EDDIS 1 Head Senior Bookkeeper from Caniogan High School	Ray Angelo G. Zialcita
10	EDDIS 2 Head Senior Bookkeeper from Tibagan NHS	Cecilia C. Sangalang
11	EDDIS 3 Head Senior Bookkeeper from Carlos F. Garcia NHS	Karen Joy V. Cruz
12	EDDIS 4 Head Senior Bookkeeper from Prenza NHS	Ellen M. Marcelo
13	EDDIS 5 Head Senior Bookkeeper from F.C. Lipana HS	Melody C. Morante
14	EDDIS 6 Head Senior Bookkeeper from FVR NHS	Phia Ann H. Agustin
15	nurse	
16	Monitoring and Evaluation	